

LEO CARRILLO RANCH HISTORIC PARK FACILITY RENTAL PRICING, GUIDELINES AND PROCEDURES

GENERAL INFORMATION:

Secluded in the heart of a magnificently landscaped 27-acre canyon, Leo Carrillo Ranch Historic Park is the perfect location for your outdoor wedding, reception, family reunion, corporate or non-profit fundraiser, or other special event.

Imagine a unique historic Spanish-rancho setting, surrounded by romantic hand-crafted adobe buildings, red-tiled roofs, antique windmills, a reflecting pool and white sand beach, hidden courtyards, custom flagstone patios, wooden foot bridges, gently flowing creeks, and colorful peacocks. Mature pepper, sycamore, oak, dragon, and citrus trees; along with aloe vera, agave, bougainvillea, and blooming Birds of Paradise compliment the Rancho's spectacular natural landscaping.

Rancho de los Kiotes, a designated National Historic Site, was once a vacation retreat and working rancho belonging to actor Leo Carrillo. Carrillo hosted many famous fiestas for Hollywood notables at his rancho. The park was opened to the public in August 2003. The City of Carlsbad has recently completed Phase II of the park's restoration project; which included a spacious new parking area, paved and natural pathways, modern restrooms, and many other visitor improvements.

Rental areas of the park include the reflecting pool and cabaña area, as well as the hacienda patio, or a combination of both which includes the use of the hacienda courtyard and the Bride's room. We can accommodate groups ranging in size from 10–200 people.

Whether you are planning a wedding and reception, or a Santa Maria-style tri-tip barbecue, our staff is eager to assist you in organizing the ideal event. Please call (760) 476-1042 to schedule a personalized tour of the grounds, or you may visit our website at:
<http://www.leocarrilloranch.org>

CARRILLO RANCH IS A SMOKE-FREE VENUE. SMOKING IS PROHIBITED IN ALL CITY PARKS, BEACHES AND TRAILS (CMC 11.32.110).

RENTAL FEES:

Rental fees vary depending upon the designated rental area, attendance, duration of the overall rental, and service of alcoholic beverages. There are three distinct rental options. Different areas may be combined to host larger events.

Each event is unique and deserves specialized attention. An individual consultation and site visit with a member of the Ranch staff is highly recommended and encouraged.

FULL SITE RENTAL

Reflecting Pool, Cabana, and Upper Patio Area – Hacienda Complex (Includes the Courtyard and the use of the Bride's Room in the historic Hacienda)

The Reflecting Pool, Cabana, and Upper Patio Area may be combined and utilized for private events, weddings and receptions. Maximum attendance in both of these areas is limited to 200 people.

The Ranch may be rented on an hourly basis, with a **six hour rental minimum**. Events are permitted until 10:00 p.m. on Friday and Saturday evenings, and until 8:00 p.m. Monday through Thursday, and Sunday. An additional hour is required at the end of the event for break down and clean up.

Full Site Rental (Hourly Rental Fee)

Carlsbad Resident	\$141
Non-Resident:	\$168
Commercial/Corporate	\$195

An hourly staffing fee is charged when staff is brought in to support the rental. Generally, this includes one hour before scheduled event start time, until one hour after event conclusion.

Hourly Staffing Fee (Per Staff Member)	\$17
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Set up and clean up time is included as rental time

If the event clean up time exceeds the one hour allotted in the total cost of the rental, additional hours will be billed to the client in full hour increments (hourly rental fee plus hourly staffing fee per staff member).



REFLECTING POOL AND CABAÑA AREA

Ideal for small to medium functions, the Reflecting Pool and Cabaña Area may be utilized for private events, weddings and receptions. Maximum attendance in this area alone is limited to 125 people.

The Ranch may be rented on an hourly basis, with a **six hour rental minimum**. Events are permitted until 10:00 p.m. on Friday and Saturday evenings, and until 8:00 p.m. Monday through Thursday, and Sunday. An additional hour is required at the end of the event for break down and clean up.

Reflecting Pool and Cabaña (Hourly Rental Fee)

Carlsbad Resident	\$107
Non-Resident:	\$130
Commercial/Corporate	\$152

An hourly staffing fee is charged when staff is brought in to support the rental. Generally, this includes one hour before scheduled event start time, until one hour after event conclusion.

Hourly Staffing Fee (Per Staff Member)	\$17
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Set up and clean up time is included as rental time

If the event clean up time exceeds the one hour allotted in the total cost of the rental, additional hours will be billed to the client in full hour increments (hourly rental fee plus hourly staffing fee per staff member).



UPPER PATIO AREA

Ideal for smaller functions, the Upper Patio Area may be utilized for private events, weddings or receptions. Maximum attendance in this area alone is limited to 90 people.

The Ranch may be rented on an hourly basis, with a **six hour rental minimum**. Events are permitted until 10:00 p.m. on Friday and Saturday evenings, and until 8:00 p.m. Monday through Thursday, and Sunday. An additional hour is required at the end of the event for break down and clean up.

Upper Patio (Hourly Rental Fee)

Carlsbad Resident	\$61
Non-Resident:	\$78
Commercial/Corporate	\$91

An hourly staffing fee is charged when staff is brought in to support the rental. Generally, this includes one hour before scheduled event start time, until one hour after event conclusion.

Hourly Staffing Fee (Per Staff Member)	\$17
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Set up and clean up time is included as rental time

If the event clean up time exceeds the one hour allotted in the total cost of the rental, additional hours will be billed to the client in full hour increments (hourly rental fee plus hourly staffing fee per staff member).



ADDITIONAL FEES, GUIDELINES AND PROCEDURES

INSURANCE REQUIREMENTS

The City of Carlsbad is not liable for accidents, injuries, or loss of individual property in connection with any of its facilities. Events held at Carrillo Ranch require liability insurance in the amount of \$2,000,000 if alcoholic beverages are being served, \$1,000,000 without. Applicants may obtain special event liability insurance through Diversified Risk Insurance Brokers provided through the City of Carlsbad.

Alcohol Liability Policy	\$357 (Plus a \$25 processing fee)
General Liability Policy	\$175 (Plus a \$25 processing fee)

SECURITY REQUIREMENTS

Groups having amplified music or serving alcoholic beverages must have guard service, arranged for by the Department, but paid by the applicant. One (1) guard is required for every fifty (50) persons, or portion thereof in attendance. Guards are required to be on site one half hour prior to the start of alcoholic beverage service, and until one half hour after the end of the event. There is a four hour minimum for guard services.

Guard Service (per hour/per guard)	\$20 (Plus a \$25 processing fee)
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NON-REFUNDABLE SECURITY DEPOSIT

To guarantee your reservation, a non-refundable security deposit is required and will be applied to the total balance due on the rental. The remainder of the rental fee is due in full 30 days prior to scheduled use.

If event is canceled for any reason by the Applicant, the City of Carlsbad will retain the entire security deposit.

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Non-Refundable Security Deposit	\$500
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REFUNDABLE CLEANING/DAMAGE DEPOSIT

A refundable cleaning/damage deposit is required as outlined in the *Cleaning/Damage Deposit Checklist*. The deposit may be used to cover any replacement, repairs, damages or loss to Facility or equipment. The applicant shall be required to pay the full cost of materials, labor, replacement, repairs or damages regardless of the amount. If damage occurs and repair costs is less than deposited amount the difference shall be refunded. If the cleaning/damage amount is greater than the deposited amount, applicant shall pay the outstanding balance within seven (7) calendar days.

Cleaning/Damage Deposit	\$100–\$600
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PARTY/EQUIPMENT RENTALS

For the widest range of products, services, and competitive market pricing, the applicant is free to contract with the party rental company of their choosing at no additional cost. If the rental company has not worked at the Ranch before, then an on-site planning meeting will be required with staff at least one week prior to the event.

Rental equipment may not be dropped off or set up until the start time listed on the rental permit. Rentals must be removed from the premises by the end of the rental time listed on the permit. It may be possible; however, to arrange to have the rental equipment picked up on the morning following the event. Please contact a staff member in advance of your event to schedule rental equipment drop off and pick up times.

CATERING

Carrillo Ranch offers an extremely flexible catering policy. The applicant may utilize the caterer of their choosing at no additional cost. If the caterer has not worked at the Ranch before, then an on-site planning meeting will be required with staff at least two weeks prior to the event.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served and consumed at the Ranch. Alcoholic beverages shall not be purchased or brought into the Ranch by other than the person responsible for the activity, a caterer with an alcoholic beverage license or beverage service. Alcoholic beverages are not to be consumed outside the designated rental venue. A \$2,000,000 alcohol liability policy is required (see Insurance Requirements).

Alcoholic beverage service and consumption is strictly limited to the times outlined in the contract.

All alcoholic beverages must be controlled and served by a trained professional alcoholic beverage service or caterer with alcoholic beverage license. Absolutely no self service of alcoholic beverages will be permitted at any time.

Last call for alcoholic beverage service is one hour before scheduled event end time.

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AMPLIFIED MUSIC

Amplified music (D.J./Portable Audio System, etc.) is permitted at the Ranch, and is allowed until 10:00 p.m. on Friday and Saturday, and until 8:00 p.m. Monday through Thursday, and Sunday.

Music must be contained within the venue and be considerate of the neighbors in the adjacent community. Staff reserves the right to limit the decibel level to 65 decibels maximum. Decibel level readings are taken from the neighboring community, outside of the venue.

Audio levels will be continually monitored using a decibel meter by staff throughout the event to determine an acceptable audio level. The Carlsbad Police Department reserves the right to limit audio level if complaints are received.

Failure to abide by this policy may result in amplified music being lowered or turned off completely.

Live music (bands, groups, etc.) are not permitted at the Ranch. Live music must be acoustical (a musical instrument whose sound is not electrically amplified, enhanced or modified) in nature. Examples of live acoustical entertainment that would be considered include: guitar, violin, harp, piano, small group of mariachis, etc.

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WEDDING REHEARSAL

A wedding rehearsal is permitted at no additional cost. Date and time of rehearsal must be arranged and approved in advance with staff.

EVENT CHECKLIST/WALKTHROUGH

A pre-event walkthrough will be arranged with staff no later than thirty days prior to the scheduled event. Items include: site plan (drop off and set up), electricity needs, break down and clean up, and a complete vendor list.

CARRILLO RANCH IS A COMPLETELY SMOKE-FREE VENUE. SMOKING IS PROHIBITED IN CITY PARKS, BEACHES AND TRAILS (CMC 11.32.110).

Initial _____

PROCEDURES AND POLICIES SUMMARY

1. Please remember that Leo Carrillo Ranch is a National Historic Site, and must be respected for its preservation.
2. If event is canceled the City of Carlsbad will retain the entire deposit.
3. Rental equipment is the applicant's responsibility. Equipment must be dropped off and picked up within the rental hours specified on the approved Facility Use Application.

If the event clean up exceeds the one hour allotted in the total cost of the rental, additional hours will be billed to the client in full hour increments (hourly fee plus hourly staffing fee per staff member).

5. Alcoholic beverages shall not be purchased or brought into the Ranch by other than the person responsible for the activity, a caterer with alcoholic beverage license, or beverage service. Alcoholic beverages are not to be consumed outside the designated rental venue.

Alcohol service and consumption is strictly limited to the times outlined in the contract.

All alcoholic beverages must be controlled and served by a trained professional alcoholic beverage service or caterer with alcoholic beverage license. Absolutely no self service of alcoholic beverages will be permitted at any time.

Last call for alcoholic beverage service is one hour before scheduled event end time.

6. Decorative lights must be gently placed on top of shrubs but not placed on trees or on any portion of the historic adobes. Table decorations and freestanding decorations will be allowed. Candles must be contained within glass votives.
7. High-heeled shoes are not recommended at the Ranch due to the uneven surface of the historic site.
8. Rice, birdseed, confetti, streamers, mylar, glitter, plastic bubble containers, polished stones, ceramic beads or anything of this nature is not allowed. If in doubt, please ask a staff member.
9. **Children must be under adult supervision at all times. This policy is strictly enforced.**
10. **CARRILLO RANCH IS A COMPLETELY SMOKE-FREE VENUE. SMOKING IS PROHIBITED IN CITY PARKS, BEACHES AND TRAILS (CMC 11.32.110).**

Initial _____

SAMPLE RENTAL FEE WORKSHEET

Sample fees based upon a **Carlsbad Resident** Full Site facility rental for a wedding and reception with amplified music and alcoholic beverage permit for 150 people. Event load-in begins at 12:00 noon, and applicant is cleaned up and out by 11:00 p.m.

Full Site Rental Fee (12:00 noon – 11:00 p.m.) (11 hours at \$141 per hour) Reflecting Pool, Cabana, Upper Patio, Courtyard, and Brides Room Includes set up and break down time	\$1551
Staffing Fee (\$17 per hour/per staff member) 3:00 p.m. – 11:00 p.m. (8 hours) Three Staff Required	\$408
Insurance Alcoholic Beverage Liability	\$357
Insurance Processing Fee	\$25
Security Guards (\$20 per hour/per guard) 3 Guards Required 4:00 p.m. – 10:30 p.m. (6.5 hours) Security Processing Fee	\$390 \$25
<u>Subtotal</u>	<u>\$2756</u>
Refundable Cleaning/Damage Deposit	\$600
<u>Grand Total</u>	<u>\$3356</u>

**LEO CARRILLO RANCH HISTORIC PARK
FACILITY RENTAL PRICING,
GUIDELINES AND PROCEDURES**

Note: Please read, sign, and detach this page and submit with the completed *Park and Facility Use Application for Rental Permit*.

I, applicant, or representative for applicant, understand and agree to obey all facility use rules, regulations and policies.

I, applicant, or representative for applicant, further understand and agree that the Rental Permit may be terminated by the City Manager, Police, Recreation Director or designee for a violation of any term or condition of the rental permit or for a violation of any federal, state or local law.

I, applicant, or representative for applicant, agrees to comply with the *Leo Carrillo Ranch Historic Park Facility Rental Pricing, Guidelines and Procedures*, and the City of Carlsbad Facility Use Regulations.

APPLICANT'S SIGNATURE _____

Date _____